

To: The Honorable Mayor and Council Members

From: Alberto Destrade, Interim Purchasing Manager 

Date: October 27, 2015

RE: **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND HAZEN & SAWYER, P.C., TO ASSIST THE CITY IN DEVELOPING PORTIONS OF THE PLAN OF COMPLIANCE, PURSUANT TO THE GUIDELINES OF THE MIAMI-DADE COUNTY DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES, ENVIRONMENTAL RESOURCE MANAGEMENT, PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 12-14-15 CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES, IN THE AMOUNT OF TWO HUNDRED THIRTY SIX THOUSAND SIX HUNDRED FORTY DOLLARS (\$236,640.00), FOR PHASE I AND PHASE II OF THE PLAN, AND WITH A TERM OF SIX (6) MONTHS WITH AN OPTION TO RENEW; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.**

RECOMMENDATION

Staff is requesting that the Mayor and City Council hereby authorize the Interim City Manager to execute an agreement between the City of North Miami (City) and Hazen & Sawyer P.C., to provide professional engineering services pursuant to Request For Qualifications (RFQ) No. 12-14-15, Continuing Architectural and Engineering Services, and assist the City in developing portions of a Plan of Compliance (Plan) as required by Miami-Dade County's Department of Regulatory and Economic Resources, Environmental Resource Management (RER-DERM), in the amount of \$236,640 for Phase I and Phase II of the Plan, with a term of six (6) months and an option to renew.

SCOPE

Miami-Dade County has entered into a Consent Decree with the Florida Department of Environmental Protection (FDEP), the United States Environmental Protection Agency (EPA), and the US Department of Justice requiring the County to make changes to its sanitary sewer operating practices to ensure compliance with State and Federal codes for the operation of

sanitary sewer collection systems. The Consent Decree was formally approved by the EPA and the Board of County Commissioners with an effective date of December 6, 2013.

As a result of the Consent Decree, all wastewater volume sewer customers in Miami-Dade County (including the City) are required to develop and submit a Plan documenting how they will comply with the new requirements of the Consent Decree. Since these new requirements represent a substantial change and expansion to previous requirements, RER-DERM has created a detailed guidance document to aid in preparation of the Plan.

The scope of services to be provided by Hazen and Sawyer P.C., will assist the City in developing portions of the overall Plan to comply with the requisite guidelines and which ultimately must be submitted for review and approval by RER-DERM. Given the complexity of the Plan's submittal requirements, the firm's work will be performed in two phases. Nonetheless, Hazen and Sawyer P.C., has agreed to complete both phases of their work within 131 calendar days of notice to proceed in order to enable the City to meet the overall Plan's submittal deadline of early March 2016 established by RER-DERM.

BACKGROUND

On March 24, 2015, the City issued Request for Qualifications No. 12-14-15, Continuing Architectural and Engineering Services ("RFQ"), for the purpose of selecting qualified and experienced architectural and engineering firms to provide the City with professional consulting services on an as-needed basis in the following specific fields: Landscape Architecture/Interior Design; Roadway, Traffic & Transportation Engineering and Consulting; Water/Waste Water Engineering; Water Resources/Stormwater Design; Urban Planning & Design, and Environmental Engineering.

In response to the RFQ, Hazen and Sawyer P.C., submitted its qualifications to provide professional engineering services in the fields of Water/Wastewater Engineering and Water Resources/Stormwater Design and after subsequent evaluation were recommended by City staff to be approved for the list of pre-qualified consulting firms.

On June 9, 2015, the Mayor and City Council passed and adopted Resolution No. 2015-R-52, approving the selection of a pre-qualified list of firms, including Hazen and Sawyer P.C., to provide the City with professional consulting services on an as-needed basis.

FUNDING SOURCE

The funding source for this contract is allocated from the City's utility fund.

ATTACHMENT(S)

Resolution No. 2015-R-52

Phase I - Scope of Services Proposal and Fee – Hazen & Sawyer

Phase II – Scope of Services Proposal and Fee – Hazen & Sawyer

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND HAZEN & SAWYER, P.C., TO ASSIST THE CITY IN DEVELOPING PORTIONS OF THE PLAN OF COMPLIANCE, PURSUANT TO THE GUIDELINES OF THE MIAMI-DADE COUNTY DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES, ENVIRONMENTAL RESOURCE MANAGEMENT, PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 12-14-15 CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES, IN THE AMOUNT OF TWO HUNDRED THIRTY-SIX THOUSAND SIX HUNDRED FORTY DOLLARS (\$236,640.00), FOR PHASE I AND PHASE II OF THE PLAN, AND WITH A TERM OF SIX (6) MONTHS WITH AN OPTION TO RENEW; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, the City of North Miami ("City") desires to have a pool of professional firms ready to serve as contractors to provide the City with Architectural and Engineering related services on a continuing contract basis; and

WHEREAS, on March 24, 2015, the City issued *Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services* ("RFQ"), for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as-needed, when-needed contract basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering; and

WHEREAS, the RFQ was undertaken in accordance with Florida's Consultants' Competitive Negotiation Act, under Section 287.055, Florida Statutes (2015); and

WHEREAS, in response to the RFQ, Hazen & Sawyer, P.C. ("Consultant"), submitted its sealed qualifications for the provision of professional Water/Wastewater Engineering Services

("A&E Services"), and was subsequently selected by City administration as having those qualifications and references most advantageous to the City; and

WHEREAS, on June 9, 2015, the Mayor and City Council passed and adopted Resolution No. 2015-R-52, approving the selection of Consultant for the rendition of Services on a continuing, as-needed, when-needed basis; and

WHEREAS, the City is in need of A&E Services to assist in developing portions of the Plan of Compliance, pursuant to the guidelines of the Miami-Dade County Department of Regulatory and Economic Resources, Environmental Resource Management (collectively referred to herein as "Services"); and

WHEREAS, the City administration respectfully requests that the Mayor and City Council authorize the Interim City Manager to execute an agreement for the provision of Services needed for the completion of this project.

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. **Selection Approval.** The Mayor and City Council of the City of North Miami, Florida, hereby authorize the Interim City Manager to execute an agreement between the City of North Miami and Hazen & Sawyer, P.C., to assist the City in developing portions of the Plan of Compliance, pursuant to the guidelines of the Miami-Dade County Department of Regulatory and Economic Resources, Environmental Resource Management, pursuant to *Request for Qualifications No. 12-14-15 Continuing Architectural and Engineering Services*, in the amount of Two Hundred Thirty-Six Thousand Six Hundred Forty Dollars (\$236,640.00), for Phase I and Phase II of the Plan, and with a term of six (6) months with an option to renew.

Section 2. **Effective Date.** This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by a _____ vote of the Mayor and City Council of the City of North Miami, Florida, this ____ day of _____, 2015.

DR. SMITH JOSEPH
MAYOR

ATTEST:

MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

ROLAND C. GALDOS, ESQ.
INTERIM CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Mayor Smith Joseph, D.O., Pharm. D.
Vice Mayor Carol Keys, Esq.
Councilman Scott Galvin
Councilman Philippe Bien-Aime
Councilman Alix Desulme

_____ (Yes)	_____ (No)
_____ (Yes)	_____ (No)
_____ (Yes)	_____ (No)
_____ (Yes)	_____ (No)
_____ (Yes)	_____ (No)

RESOLUTION NO. 2015-R-52

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, APPROVING THE SELECTION OF PROFESSIONAL CONTRACTORS FOR THE PROVISION OF ARCHITECTURAL AND ENGINEERING SERVICES ON A CONTINUING CONTRACT BASIS WITH THE CITY OF NORTH MIAMI, PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 12-14-15 CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, the City of North Miami ("City") desires to have a pool of professional firms ready to serve as contractors to provide the City with Architectural and Engineering related services on a continuing contract basis; and

WHEREAS, on March 24, 2015, the City issued *Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services* ("RFQ"), for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as-needed when-needed contract basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering (collectively referred to herein as "Services"); and

WHEREAS, the RFQ was undertaken in accordance with Florida's Consultants' Competitive Negotiation Act, under Section 287.055, Florida Statutes (2014); and

WHEREAS, in response to the RFQ, the City administration received many qualifications which were evaluated for the most qualified firms to provide the Services; and

WHEREAS, the City administration has prepared a list (attached hereto as "Exhibit A") representing those firms whose qualifications and references demonstrated to be the most advantageous to the City; and

WHEREAS, the City administration respectfully requests that the Mayor and City Council approve the selection of firms for the provision of Services, pursuant to the terms, conditions and specifications contained in the RFQ.

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. Selection Approval. The Mayor and City Council of the City of North Miami, Florida, hereby approve the selection of professional contractors (attached hereto as "Exhibit A") for the provision of Architectural and Engineering Services on a continuing contract basis with the City of North Miami, pursuant to *Request for Qualifications No. 12-14-15 Continuing Architectural and Engineering Services.*


Section 2. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by a 5 - 0 vote of the Mayor and City Council of the City of North Miami, Florida, this 9th day of June, 2015.



DR. SMITH JOSEPH
MAYOR

ATTEST:



MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:



REGINE M. MONESTIME, ESQ.
CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: Galvin

Seconded by: Bien-Aime

Vote:

Mayor Smith Joseph, D.O., Pharm. D.

Vice Mayor Carol Keys, Esq.

Councilman Scott Galvin

Councilman Philippe Bien-Aime

Councilman Alix Desulme

X (Yes) _____ (No)

X (Yes) _____ (No)

X (Yes) _____ (No)

X (Yes) _____ (No)

X (Yes) _____ (No)

Exhibit A

**RFQ 12-14-15 Continuing Architectural and Engineering Services
Short List of Respondents/Recommendation of Award
Scheduled for 06/09/2015 Council Approval**

Landscape Architecture/Interior Design BEA Architects Calvin, Giordano & Associates Craven Thompson & Associates Leo A Daly Total Awarded: 4	Water/Wastewater Engineering AECOM Craven Thompson & Associates EAC Consulting Hazen and Sawyer Kimley-Horn & Associates Total Awarded: 5	Urban Planning & Design Calvin, Giordano & Associates The Corradino Group The Mellgren Planning Group Total Awarded: 3
Roadway, Traffic, & Transportation Engineering & Consulting Craven Thompson & Associates EAC Consulting EBS Engineering Kimley-Horn & Associates T.Y. Lin International Total Awarded: 5	Water Resources/Stormwater Design Craven Thompson & Associates Hazen and Sawyer Kimley-Horn & Associates R.J. Behar & Company Tetra Tech Total Awarded: 5	Environmental Engineering AECOM CBI Environmental & Infrastructure E Sciences Terracon T.Y. Lin International Total Awarded: 5

The vendors listed are being recommended for award and are the top ranked for their disciplines. This will be the order of the rotation list if approved by the council. Individual contracts will be issued as projects are assigned. All projects over \$100,000 will require council approval in accordance with the City's Procurement Ordinance.

Scheduled for 06/09/2015 Council Approval



PRICE BID FORM

CCNA No. : B-01-15

**PROPOSAL FOR DEVELOPMENT OF THE PLAN OF THE CONSENT DECREE
COMPLIANCE – PHASE 1 PROGRAM ACTIVITY**

Under RFQ No. 12-14-15

Continuing Architectural and Engineering Services

The prices listed below shall include the total cost to complete the Services including but not limited to materials, labor, equipment, bonds, insurances, etc, as necessary to ensure proper delivery of Services and/or products requested by the City of North Miami.

Respondents must fill out all line items below.

ITEM	DESCRIPTION	COST
1.	Compliance Plan for Modifications to Existing Requirements	\$0 Lump Sum
2.	Sewer Overflow Response Plan	\$0 Lump Sum
3.	Information Management System	\$5,480 LUMP SUM
4.	Sewer System Asset Management Plan	\$21,710 Lump Sum
5.	Gravity Sewer System Operation and Maintenance Program	\$33,970 Lump Sum
6.	Pump Station Operations and Preventative Maintenance Program	\$40,710 Lump Sum
7.	Force Main Operations, Preventative Maintenance and Assessment/ Rehabilitation Program	\$44,760 Lump Sum
8.	Implementation Schedule	\$0 Lump Sum
Phase 1 Lump Sum Grand Total (Lines 1-8):		\$146,630
Completion Time in Calendar Days:		131 Days

- The price listed in the Solicitation Price Form shall include the total cost to complete the Work including but not limited to materials, labor, equipment, bonds, insurances, etc, as necessary to ensure proper delivery of the Project as requested by the City.
- Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Also the Respondent agrees to hold this offer open for a period of one hundred and eighty (180) days from the deadline for receipt of Response.
- Respondent understands and agrees to be bound by the conditions contained in this Solicitation and shall conform with all the requirements.

HAZEN AND SAWYER

Company Name


Offeror Signature

10/12/15

Date:

Patricia Carney
Name (Please Print)

Vice President

Title:

Attachment A – Understanding and Assumptions

This Hazen and Sawyer (Hazen) proposal to assist the City of North Miami (City) in developing portions of the Plan of Compliance is based on the understanding and assumptions described below.

- A) The Miami-Dade County Department of Regulatory and Economic Resources, Environmental Resource Management (RER-DERM), has created a detailed guidance document (the Guidelines) to aid in preparation of the Plan of Compliance. The RER-DERM Guidelines specifically identify Plan of Compliance requirements related to the following eight areas –

- 1) Compliance plan for modifications to existing requirements
- 2) Sewer overflow response plan
- 3) Information management system program
- 4) Sewer system asset management plan
- 5) Gravity sewer system operation and maintenance program
- 6) Pump station operations and preventative maintenance program
- 7) Force main operations, preventative maintenance and assessment/rehabilitation program
- 8) Implementation schedule

The Hazen proposal is limited to development of discrete work products addressing Items A3, A4, A5, A6, and A7 above. The remaining items will be developed by the City or another entity. The City will assemble the overall Plan of Compliance submittal and deliver it to RER-DERM.

- B) RER-DERM has informed the Miami-Dade County Volume Sewer Customers that the Plan of Compliance will be due during the first part of March, 2016. In consideration of the limited time remaining to complete the project, the Hazen proposal is based on an independent work effort. Hazen will not be responsible for providing data inputs, reviewing, compiling, or otherwise assisting in development and finalization of the work products of others.
- C) The 131 calendar day completion time is based on an October 27, 2015 approval by the City Commission and the issuance of a Notice to Proceed the following day.
- D) In the event that Requests for Information (RFIs) are issued by RER-DERM, Hazen will respond to those RFIs that apply to Hazen's own work products.



PRICE BID FORM

CCNA No. : B-01-15

**PROPOSAL FOR DEVELOPMENT OF THE PLAN OF THE CONSENT DECREE
COMPLIANCE – PHASE 2 PROGRAM ACTIVITY**

Under RFQ No. 12-14-15

Continuing Architectural and Engineering Services

The prices listed below shall include the total cost to complete the Services including but not limited to materials, labor, equipment, bonds, insurances, etc, as necessary to ensure proper delivery of Services and/or products requested by the City of North Miami.

Respondents must fill out all line items below.

ITEM	DESCRIPTION	COST
1.	Compliance Plan for Modifications to Existing Requirements	\$0 Lump Sum
2.	Sewer Overflow Response Plan	\$0 Lump Sum
3.	Information Management System	\$33,830 LUMP SUM
4.	Sewer System Asset Management Plan	\$32,870 Lump Sum
5.	Gravity Sewer System Operation and Maintenance Program	\$8,820 Lump Sum
6.	Pump Station Operations and Preventative Maintenance Program	\$6,800 Lump Sum
7.	Force Main Operations, Preventative Maintenance and Assessment/ Rehabilitation Program	\$7,690 Lump Sum
8.	Implementation Schedule	\$0 Lump Sum
Phase 2 Lump Sum Grand Total (Lines 1-8):		\$90,010
Completion Time in Calendar Days:		131 Days

- The price listed in the Solicitation Price Form shall include the total cost to complete the Work including but not limited to materials, labor, equipment, bonds, insurances, etc, as necessary to ensure proper delivery of the Project as requested by the City.
- Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Also the Respondent agrees to hold this offer open for a period of one hundred and eighty (180) days from the deadline for receipt of Response.
- Respondent understands and agrees to be bound by the conditions contained in this Solicitation and shall conform with all the requirements.

HAZEN AND SAWYER

Company Name

Pat C
Offeror Signature

10/12/15
Date:

Patria Carney
Name (Please Print)

Vice President
Title:

Attachment A – Understanding and Assumptions

This Hazen and Sawyer (Hazen) proposal to assist the City of North Miami (City) in developing portions of the Plan of Compliance is based on the understanding and assumptions described below.

- A) The Miami-Dade County Department of Regulatory and Economic Resources, Environmental Resource Management (RER-DERM), has created a detailed guidance document (the Guidelines) to aid in preparation of the Plan of Compliance. The RER-DERM Guidelines specifically identify Plan of Compliance requirements related to the following eight areas –

- 1) Compliance plan for modifications to existing requirements
- 2) Sewer overflow response plan
- 3) Information management system program
- 4) Sewer system asset management plan
- 5) Gravity sewer system operation and maintenance program
- 6) Pump station operations and preventative maintenance program
- 7) Force main operations, preventative maintenance and assessment/rehabilitation program
- 8) Implementation schedule

The Hazen proposal is limited to development of discrete work products addressing Items A3, A4, A5, A6, and A7 above. The remaining items will be developed by the City or another entity. The City will assemble the overall Plan of Compliance submittal and deliver it to RER-DERM.

- B) RER-DERM has informed the Miami-Dade County Volume Sewer Customers that the Plan of Compliance will be due during the first part of March, 2016. In consideration of the limited time remaining to complete the project, the Hazen proposal is based on an independent work effort. Hazen will not be responsible for providing data inputs, reviewing, compiling, or otherwise assisting in development and finalization of the work products of others.
- C) The 131 calendar day completion time is based on an October 27, 2015 approval by the City Commission and the issuance of a Notice to Proceed the following day.
- D) In the event that Requests for Information (RFIs) are issued by RER-DERM, Hazen will respond to those RFIs that apply to Hazen's own work products.

HAZEN AND SAWYER

Environmental Engineers & Scientists

999 Ponce de Leon Boulevard
Suite 1150
Coral Gables, FL 33134

305 443-4001
hazenandsawyer.com

October 15, 2015

Wisler Pierre-Louis, PE, LEED AP BD+C, CFM, PMP
Public Works Director

CITY OF NORTH MIAMI

776 Northeast 125th Street
North Miami, Florida 33161

Re: Proposal for Development of the Plan of Compliance

Dear Mr. Pierre-Louis:

Hazen and Sawyer is pleased to submit this additional detail to support our proposals dated October 12, 2015, to provide professional engineering services for development of the Plan of Compliance on behalf of the City of North Miami. A more detailed scope of work is presented herein along with an explanation of the proposed phased approach to completing the required tasks.

Changes to the Miami-Dade County Code compel all wastewater volume sewer customers of the Miami-Dade Water and Sewer Department (MDWASD) to provide a Plan of Compliance documenting how sanitary sewer operating practices will ensure compliance with a set of new requirements derived from MDWASD's Consent Decree with the Florida Department of Environmental Protection, the United States Environmental Protection Agency, and the United States Department of Justice. **Attachment A** provides a detailed scope of work including a project background and task descriptions.

While for completeness the Attachment A scope of work addresses all required components of the Plan of Compliance, it is noted that the City has elected to self-perform portions of the work as outlined in our proposals dated October 12, 2015. Moreover, for purposes of project implementation we are proposing that the work be conducted in two phases as follow:

- Phase 1 would define and describe the required activities, procedures, and programs along with the necessary personnel, equipment, supplies, and outside services contracts. Phase 1 would also provide a Level of Service definition and identify critical assets that are essential to maintaining the Level of Service.
- Phase 2 would present the Information Management System requirements and staffing and funding plans needed to support the activities, procedures, and programs defined in Phase 1. Phase 2 would also include generation of Life Cycle Costs for critical assets.

We believe that this type of phased approach not only reflects the necessary logical sequence of the task execution but will also constitute a more cost effective and efficient approach to completing the project.

The Miami-Dade County Department of Regulatory and Economic Resources, Environmental Resource Management (RER-DERM) has established March 11, 2016 as the official due date for the Plan of Compliance. In view of the very challenging schedule constraints affecting this project, please advise us as soon as possible of any further clarifications that may be needed concerning our proposal. We appreciate the opportunity to assist the City of North Miami with this important program.

Very truly yours,

HAZEN AND SAWYER, P.C.

A handwritten signature in black ink, appearing to read "Ch. Kish for".

Christopher L. Kish, PE
Senior Associate

cc: J. Page (Hazen and Sawyer)
F. B. Chiriboga (Hazen and Sawyer)
E. Heijn (Hazen and Sawyer)
P. Carney (Hazen and Sawyer)